



STATE OF DELAWARE OFFICE OF PENSIONS

FEBRUARY 2022

REGISTERING YOUR OKTA ACCOUNT GUIDE

REGISTRATION FOR OKTA

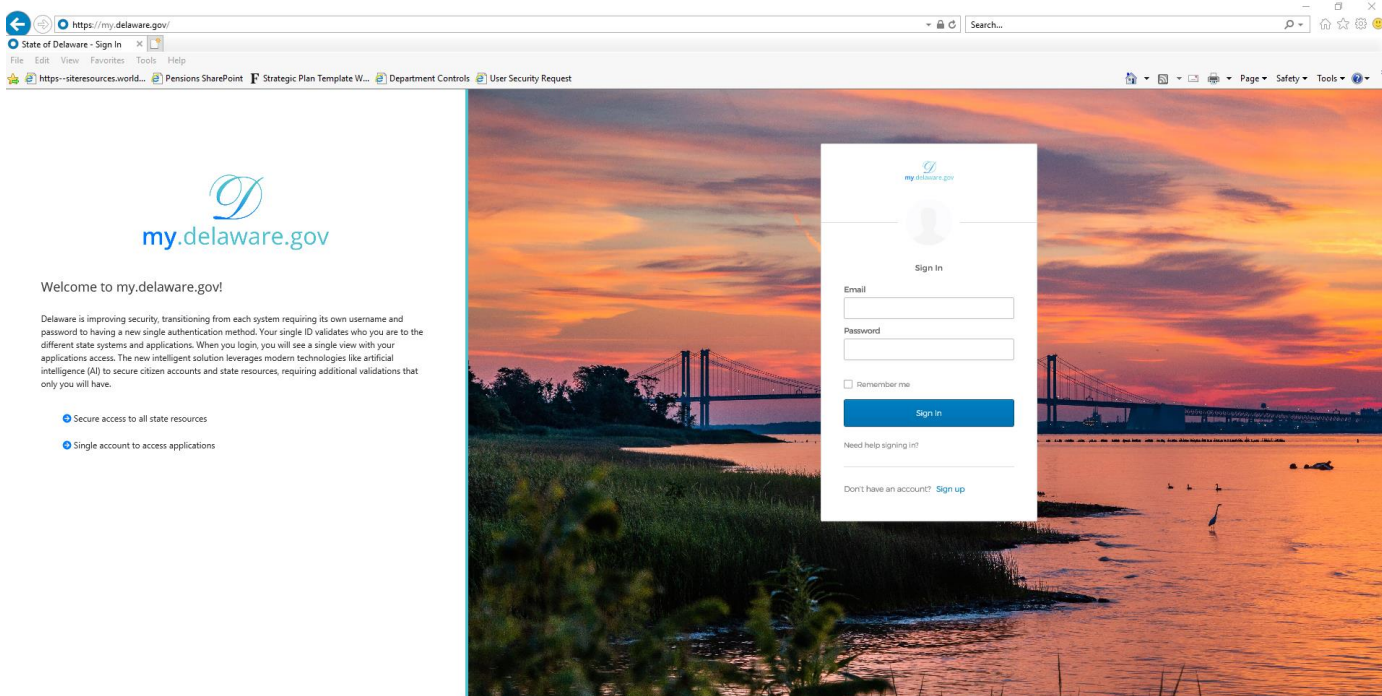
The following instructions will guide you to register your OKTA Self Service account. Once you have your account registered, you will be able to view your Pay Advice online the following day. If you receive Pension payments from multiple accounts, each payment is viewable separately online.

Note: If you previously registered and subscribed to DE-SSO to view your Pay Advice, your account will be converted to My.Delaware.gov and you will receive an email to activate your account.

If you are a current State of Delaware employee and retired January 2022 or later, you will use your My.Delaware.gov account from an active employee to review your Pension Pay Advice.

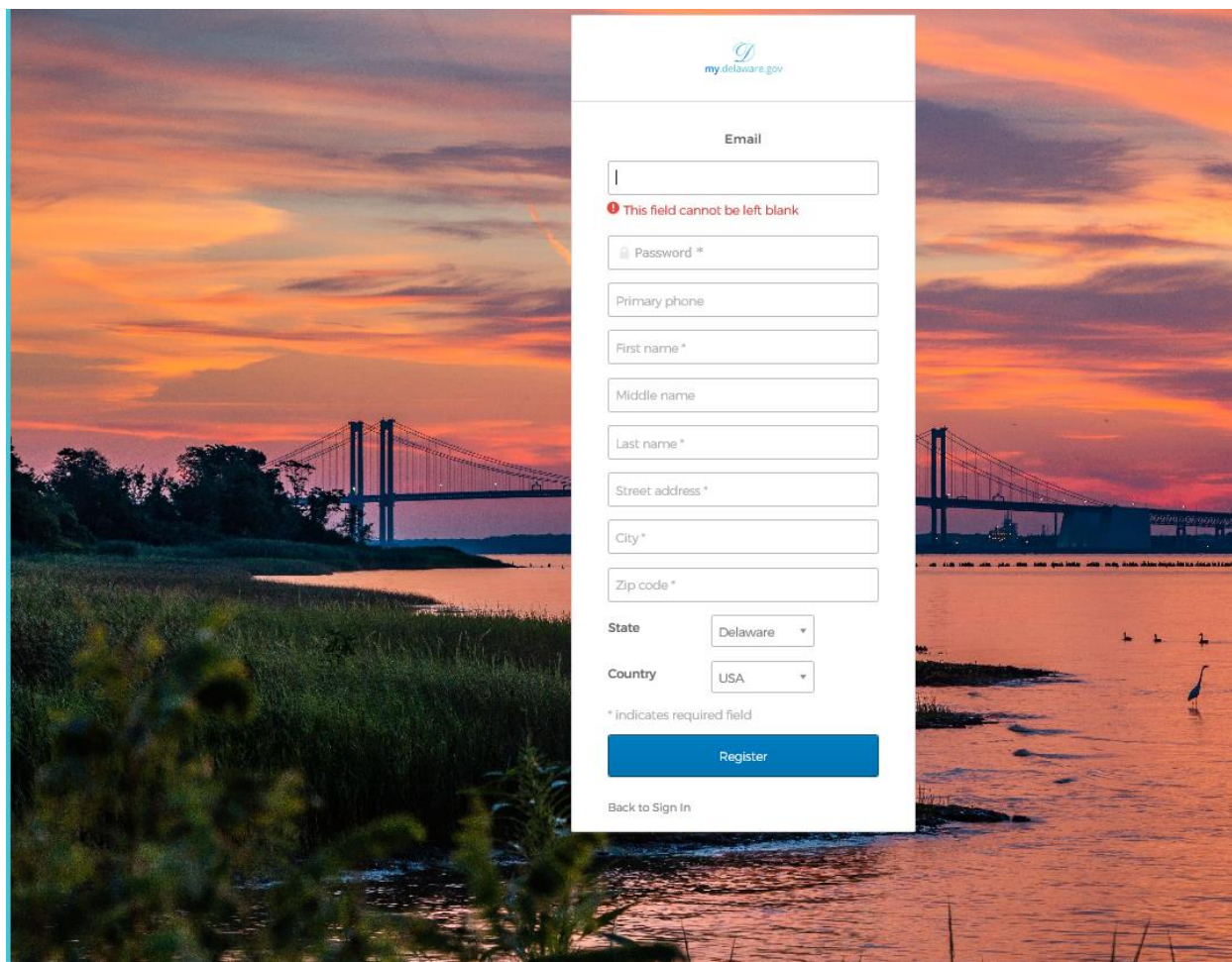
NAVIGATE TO THE WEBSITE

1. Go to <https://my.delaware.gov>



Don't have an account? [Sign up](#)

2. Click on Sign up
3. Complete the following using your personal email address



The screenshot shows a registration form for mydelaware.gov. The form is centered over a background image of a sunset over a body of water with a bridge in the distance. The form fields include:

- Email (with a red error message: "This field cannot be left blank")
- Password *
- Primary phone
- First name *
- Middle name
- Last name *
- Street address *
- City *
- Zip code *
- State (dropdown menu set to Delaware)
- Country (dropdown menu set to USA)

Below the fields, there is a note: "* indicates required field". At the bottom of the form is a blue "Register" button and a link "Back to Sign In".

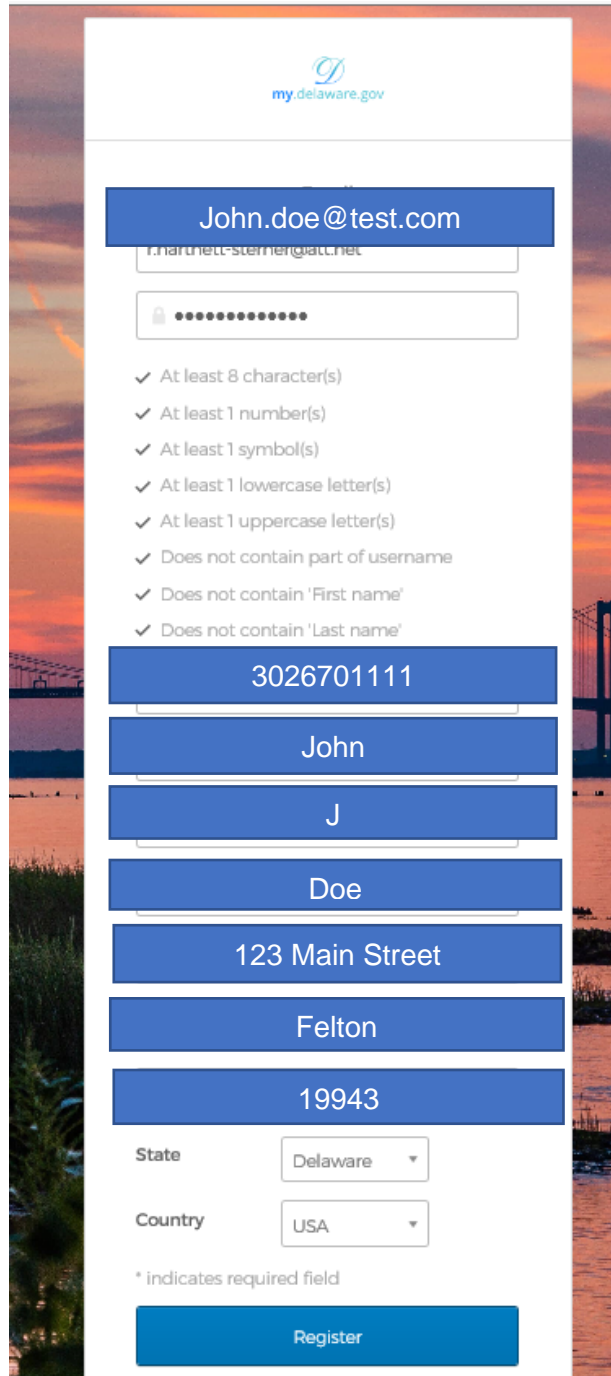
- ✓ At least 8 character(s)
- ✓ At least 1 number(s)
- ✓ At least 1 symbol(s)
- ✓ At least 1 lowercase letter(s)
- ✓ At least 1 uppercase letter(s)
- ✓ Does not contain part of username
- ✓ Does not contain 'First name'
- ✓ Does not contain 'Last name'



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FEBRUARY 2022

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my.delaware.gov

John.doe@test.com

t.hartnett-sterner@att.net

••••••••••

- ✓ At least 8 character(s)
- ✓ At least 1 number(s)
- ✓ At least 1 symbol(s)
- ✓ At least 1 lowercase letter(s)
- ✓ At least 1 uppercase letter(s)
- ✓ Does not contain part of username
- ✓ Does not contain 'First name'
- ✓ Does not contain 'Last name'

3026701111

John

J

Doe

123 Main Street

Felton

19943

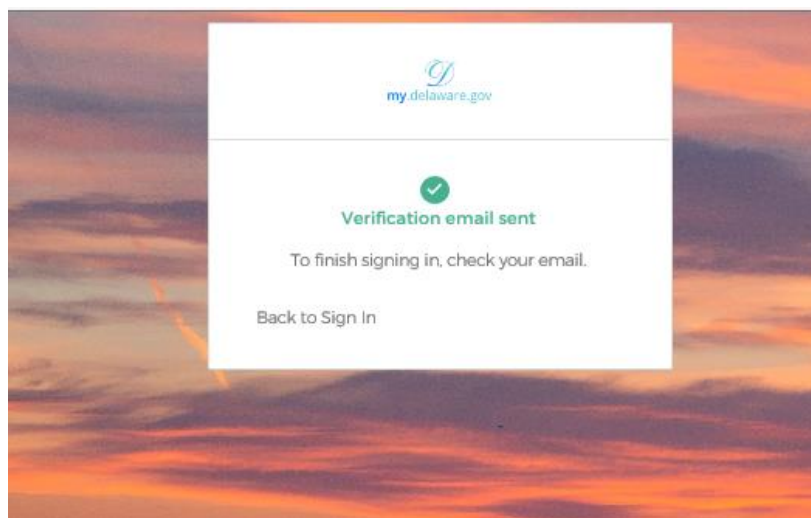
State Delaware ▼

Country USA ▼

* indicates required field

Register

4. Click Register



----- Forwarded Message -----

From: "My Delaware" <NoReply@my.state.de.gov>

To: johndoe@test.com

Sent: Thu, Jun 24, 2021 at 3:15 PM

Subject: Activate Account



Hi John!

Welcome to My.Delaware

To verify your email address and activate your account,
please click the following link:

[Activate Account](#)

This is an automatically generated message . Replies are not monitored or answered.

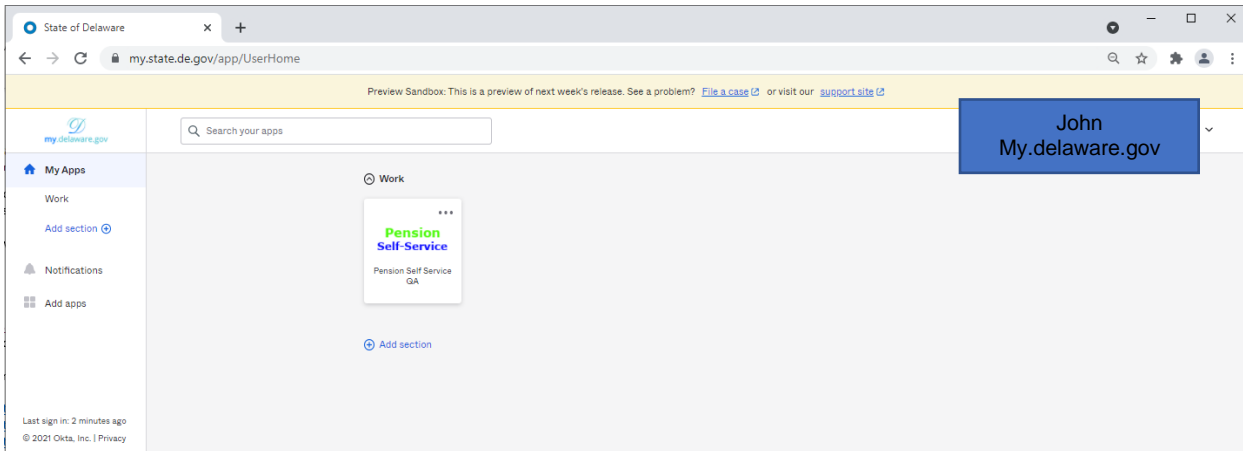



STATE OF DELAWARE OFFICE OF PENSIONS

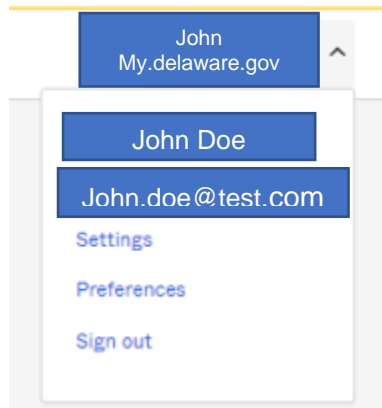
FEBRUARY 2022

REGISTERING YOUR OKTA ACCOUNT GUIDE

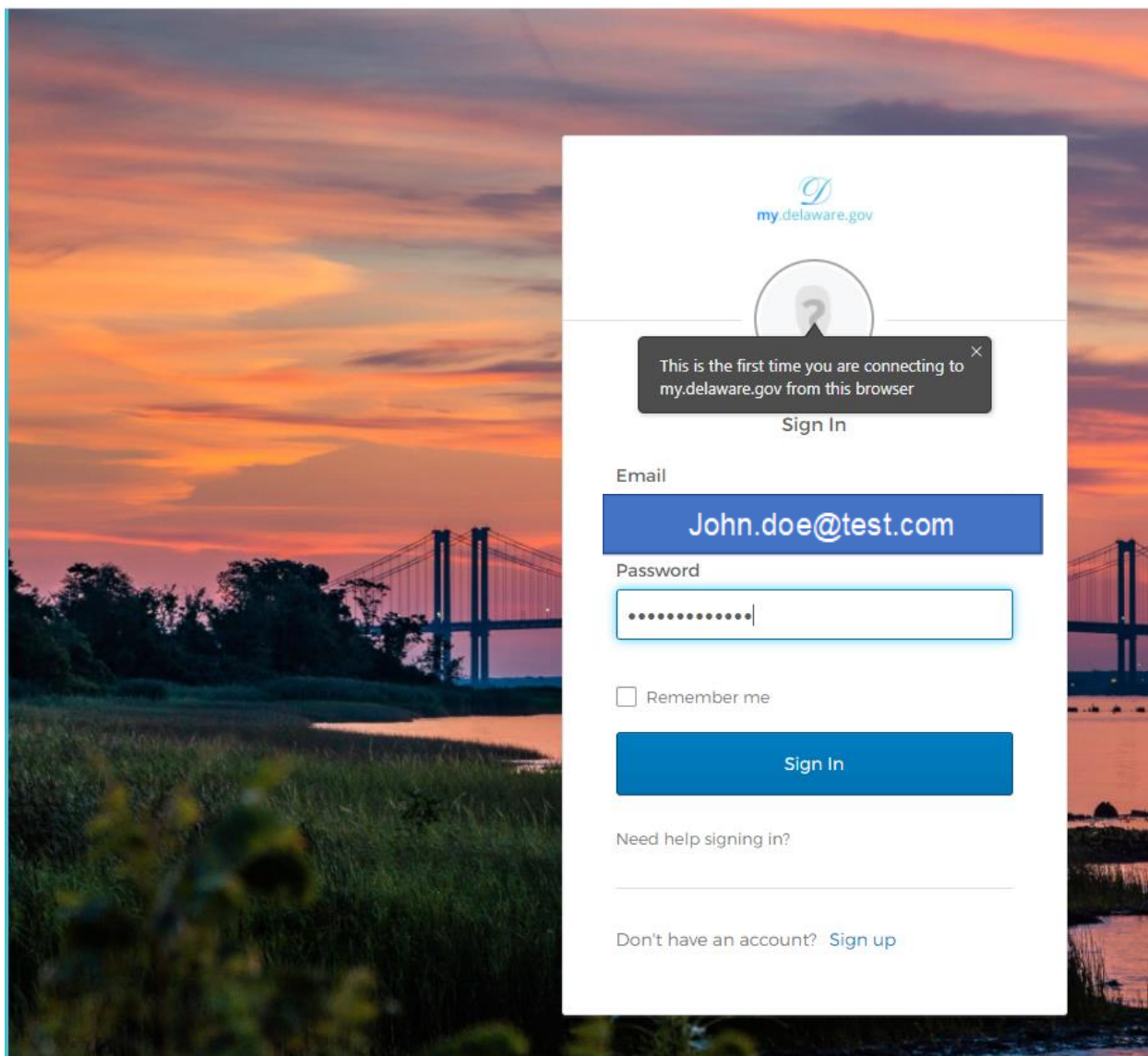
5. Click Activate Account
6. Lands on dashboard



7. Sign out, click down  next to your name and select Sign out



8. At your next login, you will be presented with options for recovering your password and unlocking your account
9. Sign-in to your account



10. Add a phone number to the option you would like to be notified for resetting your password or unlocking your account





STATE OF DELAWARE OFFICE OF PENSIONS


FEBRUARY 2022













REGISTERING YOUR OKTA ACCOUNT GUIDE

Welcome to State of Delaware, **John!**
Create your State of Delaware account

 Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

 Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

11. Click Send Code

12. Receive code via text – enter and click Verify



STATE OF DELAWARE OFFICE OF PENSIONS

FEBRUARY 2022

REGISTERING YOUR OKTA ACCOUNT GUIDE

Forgot Password Text Message

Haven't received a code? [Send again.](#)

Enter code

Phone number successfully verified!
Click Done to finish setup.

13. Click Done

Welcome to State of Delaware, John!
Create your State of Delaware account

Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Number successfully verified!

Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account

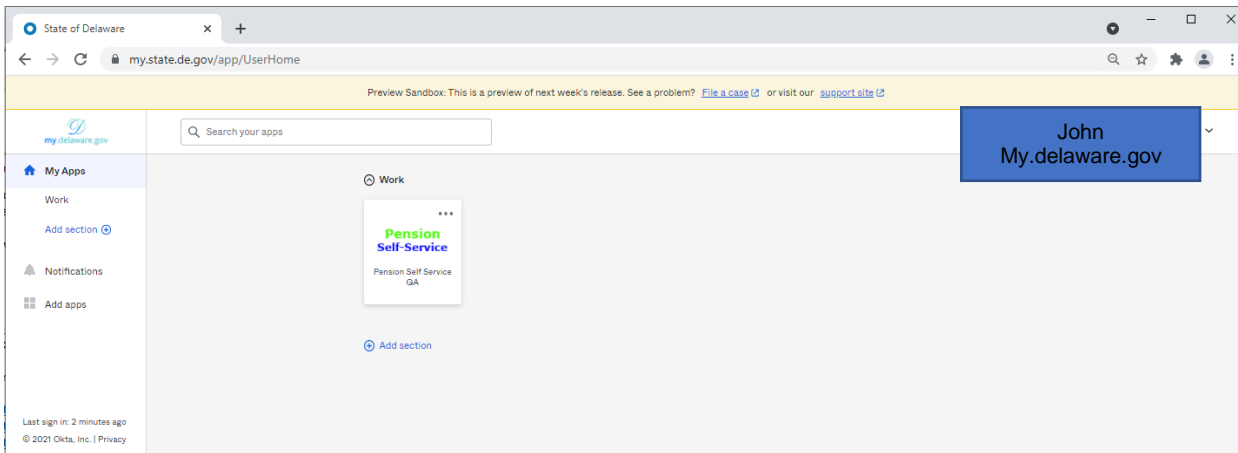
14. Select a security image and click Create My Account



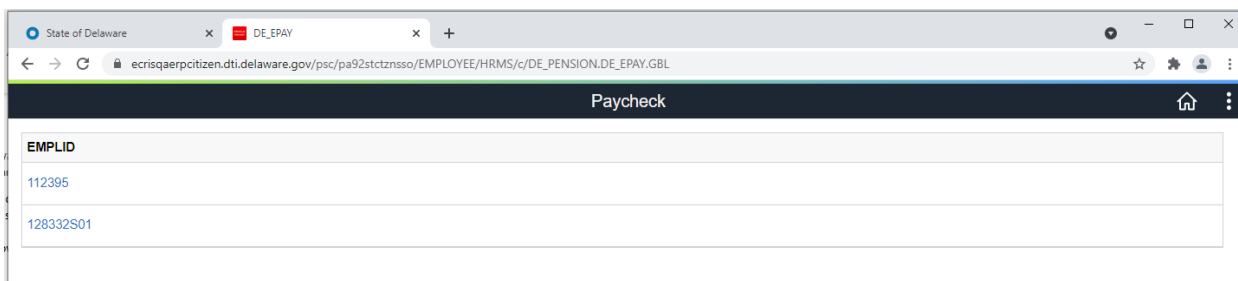
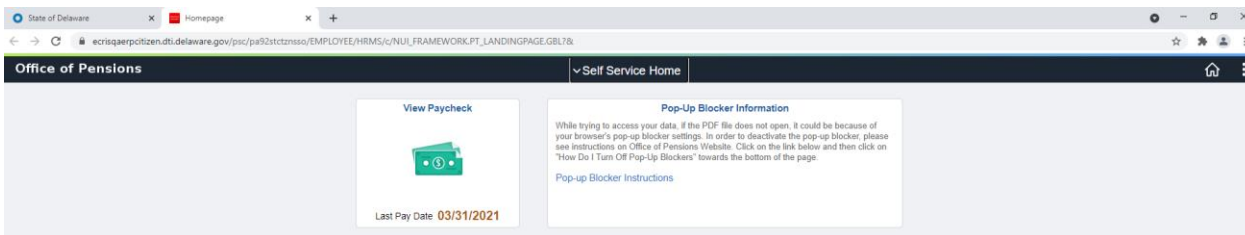
STATE OF DELAWARE OFFICE OF PENSIONS

FEBRUARY 2022

REGISTERING YOUR OKTA ACCOUNT GUIDE



15. Click Pensions Self-Service tile



16. If you receive Pension payments from multiple accounts, each payment is viewable separately. Select the Employee ID (EMPLID) you wish to view

State of Delaware				
Pay				
ecrisqaerpcitizen.dti.delaware.gov/psc/pa92stctznss/EMPLOYEE/HRMS/c/PY_EMPLOYEE_FLPY_IC_PAY_INQ_FLU.GBL?Page=PY_IC_PL_LIST_FLU&Action=U&EMPLID=112395				
Paycheck				
Pay				
Paychecks				
<div> <div></div> <div></div> <div></div> </div>				
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
03/31/2021	Office of Pensions	03/01/2021 03/31/2021	\$2141.20	6236818
02/26/2021	Office of Pensions	02/01/2021 02/28/2021	\$2141.20	6203792
01/29/2021	Office of Pensions	01/01/2021 01/31/2021	\$2139.57	6170763

17. Double click on the Check Date you wish to view

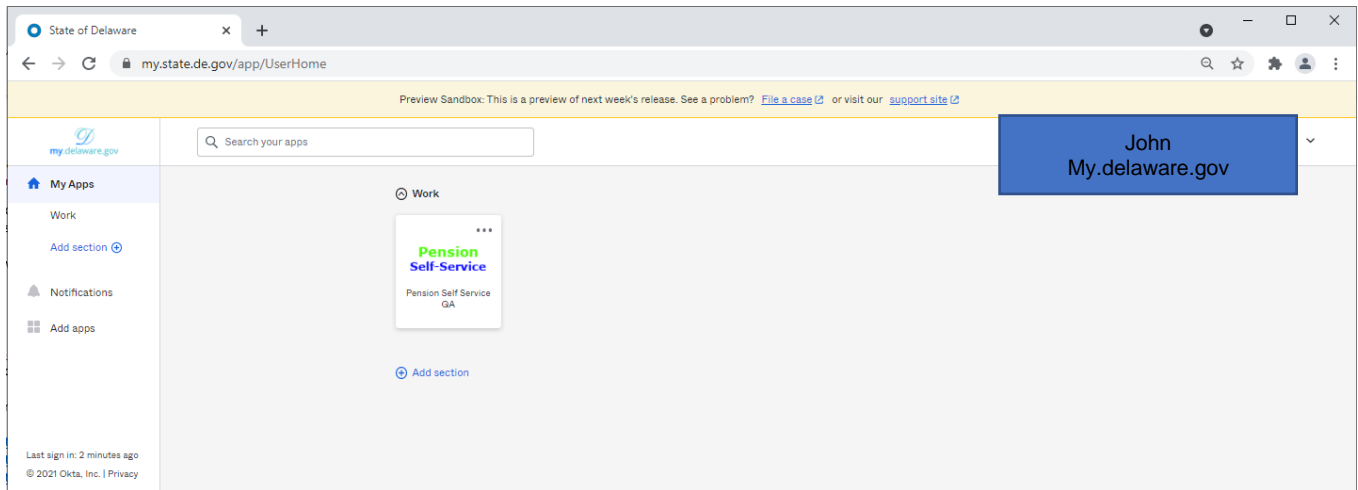
Office of Pensions McArdle Building, 860 Silver Lake Blvd., Ste. 1 Dover, DE 19904-2402		Pay Group: SEP-State Employees Pension Plan Pay Begin Date: 07/01/2013 Pay End Date: 07/31/2013		Business Unit: STDBU Advice #: 000000005152255 Advice Date: 07/31/2013	
Jane Test 123 Main Street Dover, DE 19901-4407		Employee ID: 100111 Department: PEN-SEPP-State Employees Pension Plan Location: Office of Pensions Job Title: Service Pension Payee		TAX DATA: Federal Marital Status: Single Allowances: 1 Addl. Pct: 1 Addl. Amt: 100.00 DE State Single	
HOURS AND EARNINGS					
<u>Description</u>		<u>Current</u>	<u>Earnings</u>	<u>YTD</u>	<u>Earnings</u>
SEP Non-Taxable Benefit			12.23		85.61
SEP Taxable Benefit			2,862.60		20,038.20
TAXES					
<u>Description</u>		<u>Current</u>	<u>YTD</u>		
Fed Withholding		415.95	2,911.65		
DE Withholding		46.99	328.93		
TOTAL:		0.00	2,874.83	0.00	20,123.81
TOTAL:		462.94		3,240.58	
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
<u>Description</u>	<u>Current</u>	<u>YTD</u>	<u>Description</u>	<u>Current</u>	<u>YTD</u>
			Comprehensive - BCBS	82.80	549.84
TOTAL:			TOTAL:		
0.00 0.00			82.80 549.84		
			*TAXABLE		
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES	
Current	2,874.83	2,862.60		462.94	
YTD	20,123.81	20,038.20		3,240.58	
TOTAL DEDUCTIONS		NET PAY			
Current	82.80	2,329.09			
YTD	549.84	16,333.39			



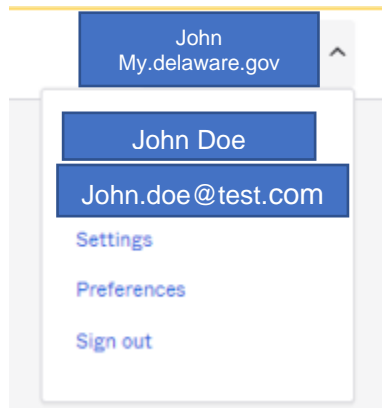
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FEBRUARY 2022

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19. To sign out, click down  next to your name and select Sign out



Need Help?

Login Issues?

Contact the Office of Pensions Help Desk:

(302)739-4208 or toll-free at (800)722-7300